



# Australian Medical Council Limited

<b>Position Number:</b>	PN171	<b>Last Reviewed:</b>	June 2022
<b>Designation:</b>	Program Support Officer – Accreditation Committees		
<b>Classification:</b>	Permanent	<b>Salary Range:</b>	\$60,000 - \$75,000
<b>Business Area:</b>	Accreditation		
<b>Reports To:</b>	Manager, Accreditation Projects and Process Development		

## The Australian Medical Council (AMC)

The Australian Medical Council (AMC) is an independent national standards body for medical education. Our purpose is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC develops accreditation standards and procedures for medical education and training in all phases of medical education:

- Primary medical education programs provided by university medical schools.
- Prevocational training, a year in supervised work based training.
- Specialty medical training and continuing professional development, including recognition of medical specialties.

The AMC is the accreditation authority for the medical profession in Australia and assessment of medical programs is one of its key functions. You can read about the AMC, our work and values [here](#).

AMC Values		
• Openness and Accountability	• Integrity	• Innovation
• Cultural Safety and Cultural Competence	• Collaboration	• Striving for Excellence

## Statement on Cultural Safety

To ensure the AMC strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC acknowledges and works closely with Aboriginal, Torres Strait Islander and Māori Peoples and stakeholders, who are integral to the workforce. We are committed to ensuring a working environment that is always culturally safe and inclusive and it is a requirement all AMC staff participate in ongoing cultural safety training.

***The AMC encourages applications from Aboriginal, Torres Strait Islander and Māori Peoples for all roles advertised.***

## The Role of Program Support Officer – Accreditation Committees

**In the Accreditation Section, three teams are responsible for each stage of medical education and this role sits primarily within the Specialist Education Accreditation Team but will assist across all three teams to provide support to the Director, Accreditation and Standards and Accreditation Managers on activities related to AMC Accreditation Committees.**

The Program Support Officer is responsible for supporting the monitoring program for accredited education providers and facilitating Committee activities, including:

- Assist in preparing documents including meeting agendas, reports, and communications
- Coordinating between Committees and other AMC sections.
- Maintaining accuracy of data and information
- Follow up on meeting actions to ensure decisions are implemented
- Assist with managing committee decisions and papers through AMC governance processes

In the process, you will develop knowledge a in the application of AMC standards, medical education, and the provision of healthcare in Australia. There will be opportunities to engage with AMC stakeholders to develop effective working relationships, develop project management, policy making and communication skills.

### Position Responsibilities

#### 1. Program support and annual monitoring

Proactively plan and coordinate the annual monitoring of accredited education providers. This includes to:

- Liaising with reviewers, Committee members, CPD homes and other stakeholders to ensure timelines are met
- Editing monitoring submissions and reports to accurately report for Committee review and decision
- Developing excellent relationships with the AMC governance team and external stakeholders to ensure the smooth progression of monitoring submissions to AMC Directors and the Medical Board of Australia

#### 2. AMC Accreditation Committees

Ensuring standard AMC process is followed, coordinate and complete tasks in a timely fashion to facilitate the work of AMC Committees. This involves working closely with the Director and Accreditation Managers to:

- Assist in the preparation of standard documents and letters, according to AMC style and format guides, and coordinating dissemination of papers to Committees, AMC governance, and external stakeholders.
- Coordinate recruitment and induction for new members.
- Coordinate travel and accommodation for face-to-face Committee meetings.
- Contribute to the editing of AMC policy papers, reports to stakeholders, and public material

#### 3. Information and data management

Review, coordinate and maintain:

- Contacts Database

- Committee Invoicing
- Email enquiries to the accreditation inbox
- Accreditation section webpages, including publication of accreditation reports.

#### **4. Section responsibilities**

As required, collaborate with senior AMC staff and/or section team to:

- Provide administrative support for annual AMC workshops, projects, and activities
- Support accreditation assessment programs of AMC accredited education providers

#### **5. Other duties as directed.**

#### **Key Selection Criteria**

##### *Essential skills and experience*

- Detail-oriented with demonstrated time management and organisational skills.
- Clear, accurate and effective written and spoken communication skills
- Able to manage competing priorities effectively.
- Able to build effective working relationships with a wide range of stakeholders.
- Experienced user of Microsoft Office software.

##### *Additional Requirements/Qualifications*

- Flexibility for interstate travel and occasional extended hours (required)
- Experience in supporting committee or working groups (desirable)
- Awareness of quality assurance or quality improvement processes (desirable)
- Experience with video-conferencing, presentation software, database systems (desirable)
- Experience in synthesising information and data for management reports (desirable).

##### *Professional Behaviours*

- Commits to demonstrating and upholding AMC values.
- Maintains accountability for own work, recognises limits of expertise and refers appropriately
- Honest and open, demonstrating integrity with colleagues and stakeholders
- Inclusive and respectful, contributing to a culturally safe environment for all
- Adaptable and supportive of others in the work team to achieve goals.
- Demonstrates commitment to learning, developing, and sharing good work practice